

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

**Monday, March 7, 2011
Beck Municipal Building, Conference Room B
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Peter Kochenburger, Chris Paulhus

Other Council Members Present: Denise Keane

Staff Present: Matthew Hart, Town Manager, Maria Capriola, Assistant to Town Manager, Dennis O'Brien, Town Attorney

The meeting was called to order at 6:30 p.m.

1. APPROVAL OF MINUTES

The meeting minutes of 2/28/11 were moved by Kochenburger, seconded by Moran, and adopted as presented; Paulhus abstained.

3. ETHICS CODE

Town Attorney O'Brien continued reviewing the draft version of the Code he prepared for the Committee. An overview of the discussion is as follows:

- Review began at Section 25-6M.
- The Committee discussed whether or not Section 25-6M should be addressed via the Personnel Rules or the Code.
- Paulhus suggested and the Committee agreed through consensus, that Section 25-7A should state that in the absence of the Chair or Vice Chair, Board members present should elect a temporary chair.
- 25-7B, advisory opinions v. investigative procedures was discussed.
- 25-8C/D, initial investigation procedures and probable cause hearings were discussed.
- 25-8G, the Committee reached consensus that when making decisions about employees, the Board should make recommendations for action and submit them to the Town Manager for consideration. The Committee discussed the impact of collective bargaining and Connecticut labor law on this particular section of the Code. 25-8G can be further refined to address issues related to employees covered by collective bargaining. Through consensus, the Committee also agreed that the Board could make recommendations about public officials and forward them to the appropriate authority. By consensus, the Committee agreed that any language referring to fines should be removed from this section.
- 25-8I, the Committee reached consensus and agreed that the limitation on submitting a complaint should be two years not five.

- 25-9, for practical reasons, the Town Clerk will be responsible for distributing the Code to public officials and the Town Manager's Office will be responsible for distribution to employees.
- The Committee re-visited the issue of whether or not to remove references to "personal" conflict from the Code. The Committee agreed unanimously that the Code should not reference "personal" conflict.
- The Committee also re-visited the topic of disclosure statements, the "one year cooling off period," and which advisory board and committee members should be covered by the Code. Discussion occurred and consensus emerged that boards/committees with final decision making authority should definitely be covered by the Code. Examples include: Building Board of Appeals, Housing Code Board of Appeals, Conservation Commission, Historic District Commission, Ethics Board, Personnel Appeals Board, and the Advisory Committee on the Needs of Persons with Disabilities (ADA Grievance Committee).

The meeting adjourned at 8:35 p.m. The Committee will meet again on March 21, 2011 at 6pm.

Respectfully Submitted,
Maria E. Capriola, Assistant to Town Manager